



FEDERAL ELECTION COMMISSION  
WASHINGTON, D.C. 20463

RQ-2

APR 14 1998

Chris Crowley, Treasurer  
Brian Baird For Congress  
1516 Franklin Street  
Vancouver, WA 98660

Identification Number: C00310904

Reference: Year End Report (7/1/97-12/31/97)

Dear Mr. Crowley:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-Schedule A of your report discloses in-kind contributions to your committee. Please be advised that in addition to disclosing in-kind contributions as a receipt on Schedule A, the value of the in-kind contributions must be added to the operating expenditures total in order to avoid inflating the cash-on-hand amount. 11 CFR §104.13(a)(2) Please amend your report by itemizing the in-kind contributions on Schedule B.

-Schedule B of your report discloses in-kind contributions to your committee. Please be advised that in addition to disclosing in-kind contributions as a disbursements on Schedule B, the value of the in-kind contributions must be added to the contributions total in order to avoid deflating the cash-on-hand amount. 11 CFR §104.13(a)(2) Please amend your report by itemizing the in-kind contributions on Schedule A.

-Commission Regulations define the term "purpose" to mean a brief statement or description of why a disbursement was made. Examples are, but not limited to "dinner expense", "media", "salary", "polling", "travel", "party fees", "phone banks", "travel expenses", "travel expense reimbursement" and "catering costs". Unacceptable descriptions include "advance", "election day expense", "expenses", "other expenses", "expense reimbursement", "miscellaneous", "outside services", "get-out-the-vote" and